Dear Applicant,

Thank you for your interest in the position of **Cover Supervisor.** We are seeking to appoint a suitably qualified, experienced and enthusiastic person to join a friendly and supportive school.

**Salary Scale**: NJC Grade 6 (£22,401 - £25,463) pro rata

**Contract Term:** Permanent

**Contract Type**: 33.5 hours per week, Term Time Only plus 5 inset days

**Background Information**

Lymm High School is a large high performing secondary school with exceptional resources including a swimming pool, leisure complex and residential centre in Anglesey. We are looking to appoint a dedicated professional Cover Supervisor.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school’s application form. Applications will be shortlisted for interview and the HR Officer will contact those selected regarding the time and venue. Applicants who have not been contacted 2 weeks following the close date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of **9am** **Monday 17th December 2018** will not be considered.

**Interview Date**

Week commencing: TBC

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Lymm High School policies and practices to ensure learners are safeguarded and protected.

Lymm High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you have any questions please contact us on 01925 755458 or

email [recruitment@lymmhigh.org.uk](mailto:recruitment@lymmhigh.org.uk).

Thank you again for your interest in working at Lymm High School. We look forward to hearing from you.

Miss T. McGuffie

Business Manager

**JOB DESCRIPTION**

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Cover Supervisor** |
| **Reporting to** | **Deputy Headteacher and Leader of TA Coordination** |
|  | Supervise whole classes of students and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered. The work will be mainly supervisory where a teacher has set work or where students are able to undertake effective self-directed learning. When cover is not required, to carry out such functions of a teaching assistant or administrative and clerical functions as are commensurate with the grade of the post, as directed. |
| **Key Tasks and Accountabilities** | * To undertake registration and lesson cover for whole classes across a range of subjects. * Supervise students who are undertaking work that has been set so that high quality teaching and learning continues. * Respond to any questions from students about process and procedures so they can continue with their set work. * Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures to ensure that pupil/employee safety is assured. * Collect any completed work after lessons and ensure it is returned to the relevant member of the teaching staff. * Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment. * Report back, using the school’s agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of staff is fully aware of the situation. * To undertake invigilation and/or implementation of Access Arrangements for examinations as and when required. * To contribute to creating and sustaining a positive learning environment at Lymm High School. * To engage in the school’s residential learning programme by occasionally accompanying groups of learners to the school’s outdoor centre on Anglesey or other educational trips. * Any other task as required by the Headteacher. |
| **All employees have the responsibility to:** | |
| * Ensure any documentation produced is to a high standard. * Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. * Participate in training and other learning activities as required. * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate. * To promote the area of responsibility within the academy and beyond. * To represent the academy at events as appropriate. * To support and promote the academy ethos. * To undertake any other duties and responsibilities as required that are covered by the general scope of the post. | |

**REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**PERSON SPECIFICATION**

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| --- | --- |
| **JOB TITLE** | **GRADE** |
| **Cover Supervisor** | **NJC 6** |

***NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked ‘E’ are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.***

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | **APPLICATION/ INTERVIEW** |
| QUALIFICATIONS AND EXPERIENCE | * GCSE Mathematics and English Language A\*-C or equivalent * Higher Level Teaching Assistant Status or Good honours degree * Range of SEN qualifications and courses * Extensive experience of working with children * Extensive experience in supporting and delivering programmes of intervention for students with behaviour or social communication difficulties * Experience of working within a large school environment * Experience in implementing and delivering a range of intervention programmes on an individual, small group and class level * Experience of ICT | E  E  D  E  E  D  D  E |
| SKILLS AND ABILITIES | * National Curriculum targets and requirements * Ability to create, maintain and analyse student records * Experience relationships with students * A desire to work with students * Excellent communication skills, both written and spoken * Patient, tolerant and be able to work under pressure * Highly motivated and able to use own initiative * A commitment to inclusive education and a willingness to response to the needs of all students * Ambition, energy, enthusiasm, determination and drive * Reliability, flexibility, professionalism and integrity | E  E  E  E  E  E  E  E  E  E |
| OTHER REQUIREMENTS | * Enhanced DBS Disclosure. | E |